



PARKS & RECREATION COMMISSION AGENDA

Regular Meeting

Wednesday, November 19, 2014 at 6:30 PM

**Belle Haven Neighborhood Services Center and Substation
871 Hamilton Ave, Menlo Park, CA 94025**

CALL TO ORDER

ROLL CALL – Cebrian, Cecil, Cox (Chair), Harris, Palefsky (Vice-Chair), Stanwood, Tafoya

A. PUBLIC COMMENT (Limited to 30 minutes)

Under “Public Comment,” the public may address the advisory body on any subject not listed on the agenda within the jurisdiction of the Commission. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information. The public may address the Commission regarding items listed on the agenda during the consideration of each item.

B. REGULAR BUSINESS

- B1.** Approval of minutes for the October 22, 2014 meeting ([attachment](#))
- B2.** Review and approve staff recommendations for the Field User Groups for FY 2014-15 ([attachment](#))
- B3.** Review and discuss City Council feedback on Commission goals

C. REPORTS AND ANNOUNCEMENTS

- C1.** Presentation by the Belle Haven Community Development Fund on the Mini-Grant Program ([attachment](#))
- C2.** Review and consider proposal from the Menlo Park Historical Association for a Fremont Park Storyboard ([attachment](#))
- C3.** Presentation of the Community Services Department Operation Review Highlights

D. INFORMATION ITEMS

D1. Community Services Department Director's Update and Announcements
([attachment](#))

E. ADJOURNMENT

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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Menlo Park Library, 800 Alma Street, Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.



PARKS & RECREATION COMMISSION DRAFT MINUTES

Regular Meeting

Wednesday, October 22, 2014 at 6:30 PM

Arrillaga Family Recreation Center
700 Alma Street, **Menlo Park, CA 94025**

The meeting was called to order by Chair Kristin Cox at 6:35 p.m.

ROLL CALL:

Present: Cebrian, Cox (Chair), Harris, Palefsky (Vice-Chair), Stanwood
Absent: Cecil, Tafoya
Staff: Derek Schweigart, Community Services Manager

A. PUBLIC COMMENT (Limited to 30 minutes)

Jim Lewis, with the Historical Association of Menlo Park, proposed a future agenda item to discuss placement of a story board in Fremont Park.

The Commission accepted the proposal to discuss the item in future.

B. REGULAR BUSINESS

B1. Approval of minutes for the September 24, 2014 meeting

ACTION: Motion/Second (Cox/Stanwood) to approve the minutes with amendment to name spelling. Motion passed with all present members in favor.

B2. Review and provide general direction on the City's non-Resident Fees and Priority Registration Policy

Following the Staff Report presentation, the Chair opened public comment on this item.

Ms. Glanville donated 3 minutes to Mr. Kossow.

Mr. Kossow of Menlo Park spoke about inconsistencies he found in the staff report and in the staff's presentation. Mr. Kossow recommended that residents in unincorporated Menlo Park be allowed to register during the resident registration period.

Commission members discussed all options proposed in the Staff Report and agreed to the following:

Registration priority will be given to Menlo Park Residents first; then a second date for residents in unincorporated Menlo Park, and a third date would open the registration to general public.

The Commission members agreed that the current Non-Resident Fee policy is working, however, would like to discuss bringing gymnastics classes' non-resident fee in line with other classes, at 35% surcharge.

B3. Approve Quarterly Report to City Council

ACTION: Motion/Second (Cox/Harris) to approve the report with addition of synopses of Item B2. Motion passed with all present members in favor.

C. REPORTS AND ANNOUNCEMENTS

C1. Presentation on Menlo Movie Series

Following the presentation, the commission members spoke in favor of continuation of the Menlo Movie Series.

C2. Bedwell-Bayfront Park Subcommittee Report

The committee members are concerned about the promptness in addressing of maintenance issues. The members asked to review the current and past maintenance agreements, to check the balance of the park's maintenance fund and to get information on operating expenses.

The Commission recommended that staff conducts a study that would provide cost estimates of the park maintenance and improvements, as well to determine what amenities are needed and desirable.

D. INFORMATION ITEMS

D1. Community Services Department Director's Update and Announcements

There was no discussion on this item.

E. ADJOURNMENT – 09:16 P.M.

Prepared by: Jelena Gaines



COMMUNITY SERVICES DEPARTMENT

Commission Meeting Date: November 19, 2014

Agenda Item #: B-1

REGULAR BUSINESS: **Review and Approve Staff Recommendations for the Field User Groups for FY 2014-15**

RECOMMENDATION

Staff recommends the Parks & Recreation Commission consider and approve the staff recommendations for the Field User Groups for FY 2014-15. In addition, the Commission has requested presentations from various field users regarding their overall experience working with the City. Chris Weseloh from Extreme Baseball will provide a presentation and will be available to answer questions from Commission.

BACKGROUND

Field User Group Approval Process

In March 2010, the Parks and Recreation Commission approved a new athletic field use policy. As part of the policy, athletic field user groups were required to fill out a Field User Group Application. The application requires a presentation to the Parks and Recreation Commission and their approval for all new user groups. Returning user groups are only required to submit their updated paperwork. While the returning user groups are welcome to come to the annual presentation meeting, it is not a requirement for renewal unless the user group violated city field policies during the past year and is on probation.

There are no new user group applications this year, but the following criteria have been used by previous Commissions for making recommendations on the approval process:

Approval: Complete information; demonstrated ability to follow field use policies; an appropriate and intended use of City athletic fields

Conditional Approval: Incomplete information; on probationary status due to not following field use policies

Deny Approval: Failure to follow field use policies over the past year; not an appropriate or intended use of Menlo Park's athletic fields

Approval of a User Group only guarantees field space for the user group; it does not guarantee the amount of field space, the field location, or times. The field allocation

criteria stated in the athletic field policy will guide staff in making these field allocations as equitably as possible.

If additional groups have not filled out their paperwork in advance of the deadline or request field space after the review process, they may still be allotted field space. However, the field space will be allocated after all of the approved user groups have been allocated their field space.

New User Group Applications

There are no new user group applications this year, however, the process for new user groups is:

New user group applicants' presentations should take no more than 5 minutes and should cover the following:

1. Overview of Organization (location, board members, affiliations, vision/mission)
2. Total number of users
3. Percentage of residents and non-residents
4. Process for registration/enrollment (open, tryouts, etc.)
5. Description of intended use of fields for upcoming year
6. Overview of field needs (locations, times, seasons)
7. Any other comments that would be beneficial to the Commission

Staff recommends the following approval for 2014 Field User Groups:

There are no new user groups for 2014.

Proposed New User Group	Approval	Conditional Approval	Deny Approval

ANALYSIS

In 2014, all 12 approved field user groups utilized field space in the spring season and 11 of 12 groups utilized field space in the fall season. The San Mateo County Stars did not rent field space in the fall season. The table below represents updated user group resident percentages.

Approved User Groups

Organization	Residents	Non-Resident	Total Users	% of Residents
AYSO	1320	330	1650	80%
Alpine Strikers Football Club (CYSA)	502	285	787	64%
Menlo Atherton Adult Soccer League (MAASL)	23	79	102	22%
Alpine Little League (AWLL)	384	256	640	60%
Menlo-Atherton Little League (MALL)	340	160	500	68%
Menlo Atherton Lacrosse Grizzlies (MAL)	202	23	225	90%
Association de Futbol Latino Americana (ADF)	135	38	173	78%
Bulldog Sports	120	12	132	61%
San Mateo Co. Stars (2014 #'s)	7	212	219	3%
Stanford GOALS (Stanford University)	20	0	20	100%
Extreme Baseball	348	172	520	67%
Mid-Pen High School	24	41	65	60%
Totals	3425	1608	5033	68%
City	Adult Sports Leagues, Kids Love Soccer Classes, City Summer Camps. Hi Five Sports Camps			
Other	1-time rentals and other smaller non-approved rental groups			

The total usage of the sports fields for 2014 is provided below:

Total Sports Field Hours in 2014	Hours Used
Oak Knoll	1805
Burgess Park	10250
Kelly Park	7700
Hillview	5190
La Entrada	9700
Jack Lyle	6750
Nealon	4990
Willow	4400
Belle Haven	220
TOTAL	51005

While a majority of these fields are heavily used during peak seasons and peak times, space can be found during the following times and days:

- During non-peak season
- Later afternoon during Saturdays and Sundays
- Nealon Park, Oak Knoll, and Belle Haven School have additional availability during the weekends
- Reasons for the increase in hours from last year include minimal rain days, Hillview Field full availability and increased rentals at Kelly Park.
- La Entrada hours decreased due to school construction consuming fields.

ANALYSIS

As part of the staff's recommendations for the current Field User Groups, staff is recommending that the San Mateo County Stars be removed as a current Menlo Park Field User Group. In 2014 The Stars only utilized field space in the spring season and didn't submit or respond to requests or attend meetings. Additionally, the group returned renewal paperwork two weeks after the deadline had passed. The most important consideration for denying the group's application this year is that the group's resident ratio is 3% residents and 97% non-residents. If they were given returning resident status this group would receive equal standing for field allocation with our other groups that average 68% resident status. As such, staff is recommending the San Mateo County Stars be returned to renter status for the 2015 calendar year. This enables the group to continue to rent fields after our User Groups have been allocated their fields.

Overall, FY 2013-14 has been a relatively stable year on the fields in Menlo Park. Current issues that will affect future years include the Nealon Dog Park, maintenance of all city operated fields and La Entrada school construction which will last for 6 years.

Staff is prepared to provide more information on these issues at the meeting if the Commission is interested.

IMPACT ON CITY RESOURCES

The approval of current Field User Groups for use of City operated sports fields is not expected to impact current revenue projections for the current fiscal year.

POLICY ISSUES

The approval of the current Field User Groups is consistent with the current Field User Group policy.

ENVIRONMENTAL REVIEW

The annual approval of Field User Groups is not a project under CEQA.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

None

Report prepared by:
Todd Zeo
Recreation Coordinator



Belle Haven Community Development Fund (BHCDF) is a partner fund of Silicon Valley Community Foundation (SVCF). BHCDF has been working with SVCF for almost two years on recruiting resources and developing programs within the Belle Haven neighborhood of Menlo Park. The BHCDF Mini-Grant program was born out of the Vision Process, and the first round recipients were awarded in July 2014. Thanks to the generous donation from the City of Menlo Park, BHCDF will continue to provide the mini-grant program to the Belle Haven community through 2015.

In the first call for applications, the Mini Grant Program received 28 applications, of which 18 mini-grants were awarded for a total of \$13,000.00. Grantees were given awards for hosting community events, improving their homes' curb appeal, and crime prevention. Specifically: Earth Day cleanup event, Science kid-focused activities in the park, National Night Out block party, and front yard maintenance and landscaping. All of these are agreed upon goals for Belle Haven as derived from the Visioning Process.

BHCDF looks forward to increasing the visibility of the Mini-grant program through 2015. Additional information will be provided at the Parks & Rec meeting on Wed. 11/19 by a Board member of BHCDF.

**MENLO PARK HISTORICAL ASSOCIATION
800 ALMA STREET, LOWER LEVEL
MENLO PARK, CA 94025
Telephone (650) 2084530**

November 10, 2014

Kristin Cox, Chair
Parks and Recreation Commission
Community Services Department
Arrillaga Family Recreation Center
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: Storyboard Proposal for Display at Fremont Park

Dear Ms. Cox and Commission Members:

We are seeking your input and consideration for approval of a STORYBOARD to be provided at Fremont Park. The park is located near the corner of Santa Cruz Avenue and University Drive.

Nearly 100 years ago in 1914, World War I began. Several years later, the United States Government established several training camps, one of the largest of which was located in Menlo Park, known as Camp Fremont. It stretched from El Camino Real to the Alameda de las Pulgas, and from San Francisquito Creek to Santa Cruz Avenue, and beyond.

There is a rich and interesting story regarding the intense build-up of approx. 40,000 troops in a rural community with only approx. 2,300 residents at the time. Much of what Menlo Park is today is thanks to the roads, hospitals and various buildings and facilities created during this time.

Signs of Camp Fremont are still visible throughout Menlo Park and Palo Alto nearly 100 years after its closure. MacArthur Park Restaurant was once located in Menlo Park. The Oasis Beer Garden was once the YMCA activities building. The VA Hospital on Willow Road got its start as the Base Hospital.

We would like to share with the community some information about

- 1) Camp Fremont
- 2) General John C. Fremont, who the camp was named after, and
- 3) Fremont Park.

With the help of local historians, Michael Svanevik, Professor of College of San Mateo (CSM) and Barbara Wilcox, Stanford graduate student doing her Master's Thesis on Fremont Park, we believe an informative, useful, helpful and timely display can be created, in color and constructed to withstand the weather.

Storyboards are a tradition in Menlo Park. They can be found at Bedwell-Bayfront Park, near the Bridge between Menlo Park and Palo Alto, off Alma Street and other locations, including directional maps at the Civic Center. They can also be found in other cities, such as Palo Alto and Redwood City. They appear to be popular and well received by local citizens, visitors and others to their communities.

The Menlo Park Historical Association (MPHA) would be happy to take the lead in researching the data, photos and graphics to be considered by the Parks and Recreation Commission. The cost of the project would be born by the city. Katrina Whitfield and Nancy Nuckolis may be able to help you based on their experience with the Bedwell-Bayfront Park Storyboards.

Attached are a few documents after Camp Fremont, about Fremont Park and about General John C. Fremont, that may be of interest.

We look forward to explaining the proposal with you in greater detail at your Wednesday, November 19, 2014 meeting, at 6:30 pm, located at the new Menlo Park Service Center in the Belle Haven Neighborhood, at 871 Hamilton Avenue, Menlo Park, CA

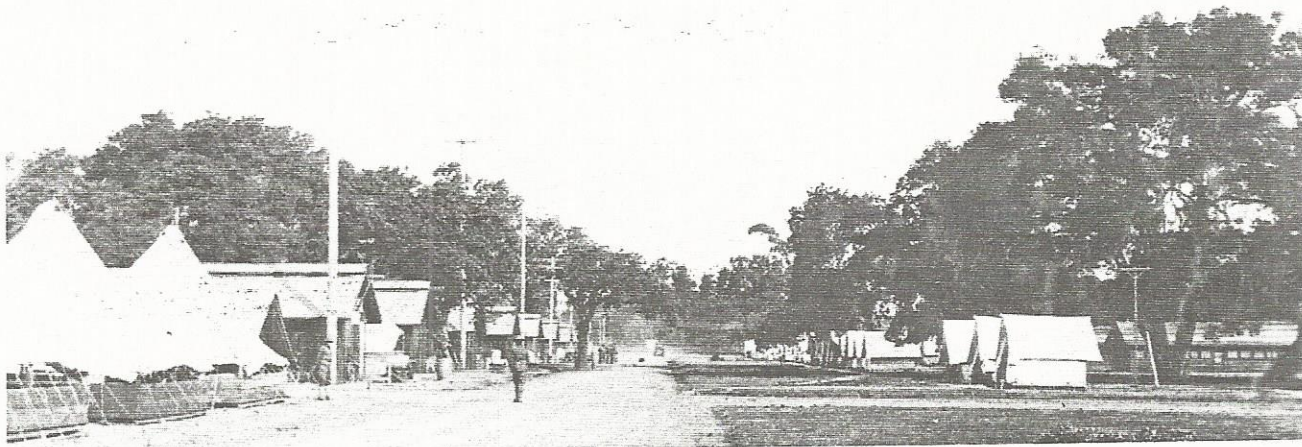
In the meantime, if you have any questions or concerns, please let us know.

Respectfully,

A handwritten signature in blue ink, appearing to read "James Lewis", with a long horizontal flourish extending to the right.

James Lewis
Board Member
Menlo Park Historical Association
800 Alma Street, Lower Level
Menlo Park, CA 94025
Tel. (650) 208-4530
Website: <https://sites.google.com/site/mphistorical>
Facebook: www.facebook.com/menloparkhistorical
Email: jimlewis@aol.com

Encl.



Soldiers at Camp Fremont lived in tent cities.

CAMP FREMONT

"Here we are at Camp Fremont, where real men and real soldiers are being made," wrote Harry C. Freeman from Menlo Park in 1917. "You folks...should see the camp for yourselves to really appreciate the beautiful health and nature spot it is."

Of 16 new basic training centers designated by the War Department to prepare soldiers for the Western Front, Camp Fremont was the largest west of the Mississippi. It encompassed 25,000 acres, almost 15 square miles. The main part of the base spread from El Camino Real to Alameda de las Pulgas and from Valparaiso Avenue south to San Francisquito Creek, surrounding the downtown

area. Practice maneuvers were undertaken in both San Mateo and Santa Clara counties, extending onto university property, west to Woodside and Portola Valley and into the watershed.

Construction of 1,124 temporary buildings began in July 1917. No wooden barracks were erected. Men, six in each, lived in canvas tents with wooden floors and side walls. This tent city covered more than 1,000 acres.

Menlo Park was chosen as a training facility because of the similarity of its terrain to the battlefields of France. In the hills west of town, trainees built foxholes and dug trenches while practicing



Few World War I recruits were as comfortable in basic training.

crawling under barbed wire and lobbing hand grenades across the open landscape. The temperate climate permitted year-round training.

Trainees brought the town to life. It quickly took on the appearance of a bustling Gold Rush mining community. Vacant stores were purchased or rented. The Army built a 3,500-book library, a 1,000-seat theater, two baseball diamonds and two football fields, one with a 10,000-seat grandstand.

Fremont Name

Even coming up with a name for the camp was something of a trial for the military and a mystery to the public. But the government's main objective at the time was to name it after someone from the West, to honor someone with a short name, and, most of all, to name it quickly.

Names like "Washington" and "Lincoln" were discarded because it was targeted to be just a temporary camp, and they did not want those names attached to something that would be dismantled. The choice was Fremont, as in Captain John Charles Fremont, explorer of the west.

Fremont was a son of a Frenchman, and was a distinguished soldier, explorer, and political leader. He took part in railway surveys in Georgia, North Carolina, and Tennessee. In 1842, with 21 men, he made his first expedition to the Far West, venturing to the Wind River Range where Fremont Peak was given its name that year.

His third expedition was of vital importance to California. When Mexican officials refused to allow him to continue his exploration of the coast, he deployed troops to Monterey, which is viewed as the first step of the Mexican War in California.

He was devoted to the West Coast, and particularly the railway. He became financially involved in the railroad, but he landed in financial ruin following the panic of 1873. He served as Governor of Arizona from 1878 to 1882 and died nine years later.

The Fremont River, Fremont Pass, and the towns of Fremont, Ohio and Fremont, California also are named in his honor.





the Visionary el Visionario

Menlo Park City Manager Michael A. Bedwell spent 20 years creating this park out of a landfill.

With humor and determination, he steered the project through many technical challenges and layers of government approval. Mike never stopped believing it was possible for Menlo Park to have public open space on the Bay.

Of his many accomplishments, Mike was most proud of this park and its lasting value. Thanks to his foresight and ability to make things work, generations to come will enjoy Bedwell Bayfront Park.



Michael A. Bedwell
Menlo Park City Manager, 1964-1990

"The future use of the site is intended to be a Bay front park for passive recreation including nature walks... picnicking, day hiking and meadow sports, as well as just plain enjoyment of the silence, the fresh breeze and the view."

— Mike Bedwell's March 22, 1974 letter to the U.S. Army Corps of Engineers

Michael A. Bedwell, Gerente Municipal de la Ciudad de Menlo Park, pasó 20 años creando este parque sobre lo que originalmente era un vertedero municipal de desechos.

Mike dirigió el proyecto con buen humor y determinación a pesar de varios retos técnicos y capas de aprobación del gobierno. Mike nunca dejó de creer que fuera posible que la Ciudad de Menlo Park tuviera un parque público en la Bahía.

De todos sus muchos logros, Mike estaba más orgulloso de este parque y su valor perpetuo. Gracias a su visión y su persistencia, las futuras generaciones disfrutarán de Bedwell Bayfront Park.

Illustration by Peter L. Davidson



BEDWELL BAYFRONT PARK



Memo

To: Parks and Recreation Commission

From: Cherise Brandell, Community Services Director
Derek Schweigart, Community Services Manager

Date: November 19, 2014

Re: Director's Update and Announcements for November 2014

1. Arrillaga Recreation Center

The Arrillaga Recreation Center received a bit of a facelift early in November with a floor refinishing project. Over the course of five days, the three rooms at the Arrillaga Family Recreation Center with sprung wooden floors were sanded, sealed, and refinished resulting in floors restored to their original appearance. Class participants were greeted on Wednesday, November 12th with clean, shiny, new floors on which to exercise, dance, and practice martial arts. The Community Services Team would like to thank the Public Works Department for their instrumental role in securing the contractors and working around the facility's program schedules to make this happen.

On Thursday, October 30th, the regular weekly Tot Lot program at the Arrillaga Family Recreation Center had a special Halloween twist! In addition to the usual play equipment of bounce houses, cars, scooters, and balls, staff provided Halloween-themed carnival games and crafts. The result was a smashing success! With 32 kids and at least 28 adults, Halloween Tot Lot accommodated 60 people in costumes and smiles! Parents, grandparents, and caregivers are invited to come by for this drop-in play program every Thursday morning from 9:00-11:00 am for just \$5 for hours of fun! Keep an eye out for other upcoming themed Tot Lot festivities between now and the end of the year!

2. Special Events

On Saturday, October 25th, rain could not stop the Community Services Department as we hosted our annual Halloween Hoopla in Downtown Menlo Park. The day started with approximately 2,000 members from the community dressed in costume parading down Santa Cruz Avenue to Fremont Park. At the park, children and their families were entertained guessing how much the giant pumpkin weighed, how many candies were in the candy jar, and an assortment of crafts for all ages. A magic show provided by Pete G. marked the first official use of the City's new mobile hydraulic stage trailer. All children

received a free bag and were invited to trick-or-treat at Downtown Menlo Park merchants. This event would not have been successful without the efforts of the Menlo Park Chamber of Commerce, Menlo Park Police Department, and volunteers from Hi-Five Sports. Many thanks go out to Cheeky Monkey Toys for providing all of the crafts for the event.

Other event highlights last month included the Annual Halloween Spooky Carnival at the Onetta Harris Community Center which was held on Wednesday, October 29th. The event was well received by the children and their parents and resulted in the highest attendance to date at approximately 150 participants. Also, on Halloween night, trick-or-treaters in the Belle Haven neighborhood had the opportunity to visit the Neighborhood Services Center and Substation to receive treats and to watch a movie. Other businesses in the plaza also handed out candy treats to the children at the event, which was attended by over 200 children from the neighborhood.

3. Belle Haven Neighborhood Community Garden

A groundbreaking and information meeting was held for the Belle Haven Community Garden on Saturday, November 1st with approximately 18 Belle Haven residents in attendance along with representatives from the Menlo Park Rotary Club and City staff. The Menlo Park Rotary provided information to residents, collected applications and signed up volunteers to begin construction on the garden. Construction began on the Sunday following the meeting and is well ahead of schedule for completion. There will be an official Community Garden Ribbon Cutting event to be held on Saturday, November 22nd at 10:00 a.m. where residents, Menlo Park Rotary members, sponsors, the Mayor and City Council and City staff will be present to kick-off this worthwhile endeavor for the neighborhood.